



Department of Development Services – West Region  
JOB OPPORTUNITY  
**SPECIAL INVESTIGATOR (General)**  
**SOUTHBURY TRAINING SCHOOL**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Lateral transfers or Candidates on current EXAM List

**Job Title:** Special Investigator (General)

**Location:** Southbury Training School – Human Rights Office

**Job Posting No:** 0106001

**Hours:** Monday through Friday 8:00am-4:30pm, Regular Days Off: Saturday, Sunday. Must be flexible in hours to meet agency and consumer needs.

**Salary:** \$2,288.78 - \$2,890.43/bi-weekly (New Hires to state service start at minimum of range)

**Closing Date:** October 14, 2014

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Special Investigator (General)** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Duties consistent with the Special Investigator (General) job classification. As a member of the DDS Division of Investigations the Special Investigator is accountable for performing a full range of tasks in conducting detailed investigations related to alleged violations of state laws and regulations and to allegations of various forms of abuse and neglect of intellectually disabled consumers. The Special Investigator may also be required to review investigatory reports and work with various pool investigators from both the DDS public sector and private sector agencies. This class will also be required to appear and testify, intermittently, at state labor and DDS Registry hearings. This position may require the incumbent to utilize personal automobile as necessary throughout the investigatory process. Performs related duties as assigned.

**Knowledge, Skills and Abilities:** Knowledge of investigatory methods and techniques; knowledge of relevant state laws and regulations; knowledge of relevant professional terminology; interpersonal skills; oral and written communication skills; interviewing skills; ability to utilize computer software.

**General Experience:** Five (5) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

**Substitutions Allowed:** College training in consumer protection, health care, law enforcement or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

**Special Requirements:** Incumbents in this class may be required to be a Notary Public. Must possess and retain a current valid Motor Vehicle Operator's License; travel required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

***Incomplete application materials will not be considered.***

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Recruiter  
Fax: 203-574-8857**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and consumers with disabilities.